



Town of Arlington, Massachusetts
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Meeting Minutes 05/11/2005

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
(781) 316-3120

Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine MacLachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, May 11, 2005
 7:00 p.m.

In Attendance: Caryn Cove Malloy, Barbara Boltz, Adrienne McClure (Chair), Tricia O'Donoghue, Augusta Haydock, Jack Jones, Elaine MacLachlan, Howard Winkler,

Meeting Minutes

Meeting of April 13, 2005, Barbara Boltz moved approval as amended. SO VOTED

Current Job Openings

The Committee discussed the recent opening for Parking Control Officer. Caryn Malloy posted the job opening at all of Arlington's Housing Authority sites through their administrator, Mr. Frank Hurd, in the hope of attracting Arlington minority candidates. She will conduct the interviews along with Police Chief Frederick Ryan. She informed the committee that she will work with Chief Ryan on developing the specific criteria for the position in order to secure the best candidate.

Current Bid Projects

Caryn Malloy presented the group with a master listing of all construction projects expected to exceed \$200,000 prepared by Purchasing Officer Domenic Lanzillotti. The group indicated their interest in meeting with the Town Manager in the fall as well as the newly appointed Fire Chief Allan McEwen.

School Diversity Task Group

Barbara Boltz reported that the new Superintendent, Nate Levenson, has agreed to meet with the group sometime after the 1st of July. The group plans to meet with members of the School Committee because they would like the level of Mr. Levenson's efforts to achieve minority hiring to be part of his job evaluation. The group would also like to see enforcement of the Superintendent's requirement to give an annual report on minority hiring. Additionally the group would like to see the Superintendent evaluate the Principals on their minority hiring efforts. Barbara Boltz indicated that the group is hopeful that a greater effort will be made to hire minority teachers.

State Affirmative Action Executive Orders Status

There was no news to report on the matter at this time. The group discussed the possibility that the Governor had abandoned his plans to change the state's existing Affirmative Action Guidelines.

Update of Affirmative Action Plan

Members Jack Jones and Adrienne McClure examined the City of Cambridge's new draft of an Affirmative Action Plan. They liked that the plan makes specific reference to the city's Affirmative Action Committee. They also liked that Cambridge's preamble indicates an enthusiasm for Affirmative Action rather than conformance to a legal obligation. Among other positive thoughts about the plan were that it included a definitions section and guidelines about appropriate pre-employment questions.

For the next meeting Jack Jones will review Billerica's plan. Tricia O'Donoghue will collect all of the ideas garnished from the committee's review of other community plans and develop a proposed timeline for the updating of Arlington's plan.

Caryn Malloy offered to post the Town's Affirmative Action plan on the Employment Opportunities page of the Town's website.

Elaine Maclachlan moved to adjourn the meeting at 7:55 p.m.

SO VOTED

A true record. Attest:

Caryn Cove Malloy
Affirmative Action Officer